

POLICY

Residential juvenile justice facilities must develop and implement a facility training program. The program must include a written training plan and be monitored to ensure the plan is executed and employee training needs are addressed.

PURPOSE

To provide clear guidelines for employee training at residential juvenile justice facilities.

DEFINITIONS

See JRG, JJ Residential Glossary.

**RESPONSIBLE
STAFF**

Facility directors and direct care staff.

PROCEDURE

Each residential juvenile justice facility must develop and implement a facility training program. The program must contain the following requirements:

**Facility Training
Plan**

The facility training plan must ensure that employees complete a minimum of 50 clock hours of training during their first year of employment and a minimum of 25 clock hours of training annually thereafter related to the employee's job function. At least 16 of the 50 hours provided in the first year must be orientation training provided prior to the employee assuming duties.

The training plan must include orientation for new and transfer employees and also recurring training for employees after their first year at the facility. Plans may be based on the fiscal year or other time period deemed appropriate by facility management. Plans may cover multiple years.

The training plan must include mandatory elements for direct care staff in accordance with the Mandatory Training Requirements Table in this policy.

The plan may also include professional development training for clinical staff such as group leaders or social workers. For example, a facility that provides juvenile sex offender therapy could schedule sex offender assessment and therapy training.

Orientation training may include job shadowing but must include other types of training; for example, lecture, seminar, practical skills demonstration etc. See the Mandatory Training Requirements Table in this policy for orientation requirements.

Training opportunities in the plan for direct care staff must include but are not limited to:

- The developmental needs of children.
- Child management techniques.
- Basic group dynamics.
- Appropriate discipline, crisis intervention and child handling techniques.
- The direct care worker and social services worker roles in the institution.
- Proper and safe methods and techniques of restraint and seclusion/behavior management if the facility has such a room(s).
- First aid.

No employee may assist with or restrain a youth or place a youth in a seclusion/behavior management room prior to receiving training on these topics. The training model must be approved in writing by the department.

Facility Director Responsibilities

The facility director must:

- Work with facility and department training staff to implement the approved facility training plan.
- Coordinate with facility staff to:
 - Schedule training and inform facility staff.

- Provide suitable training rooms and equipment to support the training.
- Maintain required curricula and training materials to support training.
- Monitor training sessions and personally lead training sessions when deemed necessary or appropriate.
- Make provisions for refresher training for employees returning to work after being absent for significant periods of time. Significant periods of time must be determined by the duration of the absence, the employee's duties and responsibilities, and the requirements of the training plan.
- Periodically review staff training records to ensure documentation of orientation, recurring and situational training.
- Maintain training documentation that includes:
 - Full names of staff.
 - Staff duty assignment(s)/position classification.
 - Official date of hire and date of arrival at facility (if different).
 - Training hours required (for a new employee or recurring requirement).
 - Current (for training period) chronological listing of training topics completed, topic duration in hours, and total training hours for the period.
 - Documentation of actual individual staff attendance for each training presentation where the facility provides the training.
- Review implementation of the training plan on at least a quarterly basis. Take corrective action in cases where the plan lacks adequate implementation or requires modification.

Training Staff Responsibilities

Training staff must:

- Administer written tests and skill demonstrations as contained within applicable curricula and materials.
- Evaluate staff knowledge retention subject to appropriate criteria.
- Provide staff they train with opportunities for remedial training and retesting. Remedial training and retesting may be repeated.
- Notify facility director of any concerns related to participant completion of training.

Staff Responsibilities

Staff must attend training as scheduled or make arrangements in advance to coordinate alternative training times and locations.

Staff may request or make recommendations for additional training relevant to their jobs and the services they provide.

Mandatory Training Requirements Table

Topic	Attendees	Frequency
First aid	Direct care (Notes 1,2).	Orientation, every two years. JR1 140.
CPR	Direct care (Notes 1,3).	Orientation, every two years. JR1 140.
Emergency plan	All staff.	Orientation, annual. Licensing rule 128.
Suicide prevention	Direct care (Notes 1,4).	Orientation, annual. JR5 503.
Bloodborne pathogens	Direct care (Note 1,5).	Orientation, annual. JR3 351.
Massachusetts Youth Screening Instrument (Second Version) MAYSI-II	Intake staff (Note 6).	Initial and annual. JR3 304.
Suicide assessment tool	Managers (Note 7).	Initial and every two years.
Post-restraint visual examination	Managers (Note 8).	Initial and every two years; JR6 610 and JR6 620.

Physical restraint including Handle with Care (HWC) and Mechanical Advantage Control Hold (MACH V) curricula	Direct care (Note 1).	HWC orientation (16 hours), HWC annual refresher (8 hours), orientation and refresher for MACH V; JR6 610.
Mechanical restraint	Direct care (Note 1).	Orientation and annual refresher; JR6 620.
Medication distribution	Direct care (Note 1,9).	Orientation, annual.
Access control devices	Direct care (Notes 1,10).	Orientation, every two years; JR5 514.
Right to Know including Material Safety Data Sheets	All staff.	Orientation, annual. JR5 531.
Sex abuse prevention, Prison Rape Elimination Act	All staff (Note 11a and 11b).	Orientation, annual. JR5 560.
Mandated Reporters, Maltreatment in Care Procedures	All staff (Note 12).	Orientation, annual. Child Protection Law.
Whistleblower Protection (conducted with Right to Know)	All staff (Note 13).	Orientation, annual.
Teacher training	Teachers and aides.	Orientation, annual.
Lifeguard training	Note 14.	Initial and annual or per certified.
Michigan Juvenile Justice Assessment System (MJJAS)	Social workers, group leaders and others as designated by facility management.	Orientation. Trainees must successfully pass a written and practical examination to become certified to administer the MJJAS.
Automated Emergency Defibrillator	Note 1.	Orientation and every two years.
Policy and Procedure Review	Note 1.	Facility-selected policies; annually.
Staff boundaries with youth review	Note 1.	Annually.

Table Notes

Note: 1 Direct care staff, shift supervisors and program managers.

Note: 2 Training in proper application of first aid to ensure facility has staff on duty to render first aid.

Note: 3 Training in cardiopulmonary resuscitation.

Note: 4 Training for identification and management of youth who may be suicidal; minimum of eight hours initially followed by annual refresher training that is at least two hours in duration.

Note: 5 Training in the Occupational Safety and Health Administration bloodborne pathogen standard.

Note: 6 Training in Massachusetts Youth Screening Instrument (second version) for program managers, shift supervisors, group leaders, social workers and intake staff. Training includes proper data collection, scoring and result interpretation.

Note: 7 Training in use of facility suicide assessment instrument for program managers, shift supervisors, group leaders, social workers and others conducting these assessments.

Note: 8 Training in post-restraint visual examination of a youth who was restrained.

Note: 9 Training requirement is waived at W.J. Maxey Boys Training School due to contract nurses handling medications.

Note: 10 Training in proper use, care and safeguarding of keys, locks and other applicable access control devices.

Note: 11a Training in sexual abuse prevention and response as covered under the standards for the Prison Rape Elimination Act (PREA), JR5 560, and local facility operating procedures. Training must include emphasis on sexual harassment as a violation of PREA standards and documentation through employee signature that employees understand the training received.

Note: 11b Specialized training for facility investigators to the extent that the facility conducts sexual abuse investigations. Includes specialized training for full and part-time medical and mental health care practitioners in matters relating to sexual abuse and harassment.

Note: 12 Training for mandated reporters regarding definitions and reporting requirements in case of child abuse and neglect under Michigan Child Protection Law. This includes procedures for situations involving staff from the DHS Maltreatment in Care unit.

Note: 13 Staff rights and responsibilities under federal whistleblower statutes.

Note: 14 Training to ensure there is at least one certified lifeguard for each facility with an operating swimming pool or using waterborne activities as part of programming.

LEGAL BASIS

Social Welfare Act, 1939 PA 280, as amended, MCL 400.115a(1)(I)

Child Care Organizations Act, 1973 PA 116, as amended, MCL 722.112a

Child Caring Institutions Rules, R400.4128